

Standard: <i>Statement of Work (SOW)</i>	
Issue Date: May 5, 2000	Standard ID: S-PM-010
Supersedes: January 21, 2000	Rev/Change 2.0

1. Purpose: To receive information about the proposed project from the Customer.

2. Creating Procedures:

P-PM-010 - Analyze Request

P-PE-010 - Define the Approach

3. Contents:

- a) Scope of the Work
- b) Technical goals and objectives
- c) Identification of customers and end users
- d) Imposed Standards
- e) Assigned responsibilities
- f) Cost and Schedule constraints and goals
- g) Dependencies between the software project and the Customer

4. Format:

Government Specified

5. Notes:

The Statement of Work should contain the information listed in the Contents section of this standard. The Government Program/Project Manager defines the format. The Statement of Work should be placed in the Project Records.